

PUBLIC EMPLOYEES' RETIREMENT SYSTEM
PERS-HRD-88 (Rev. 7/89)

POSITION DUTY STATEMENT

INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.

HRMS # - 6734

Title of Position

Accountant Trainee
(Limited Term – 12 Months)

Division and/or Subdivision

Fiscal Services Division

Location of Headquarters

Sacramento

Class Title of Position

Accountant Trainee
(Limited Term – 12 Months)

Position Number

275-157-4179-910

Effective Date

March 1, 2010

Percent
of
Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:

Under the general direction of Accounting Administrator I (Supervisor) in the Retirement Program Accounting Unit, performs professional accounting duties involved in the maintenance of accounts for the retirement program, funded in the Public Employees' Retirement Fund, and performs related duties as required.

45%

Audit contribution summary reports and reconcile them to control totals. Determine adjustments to be made and adjust accounting records appropriately. Prepare adjustment notices (invoices or credit vouchers) to notify employers. Validate adjustment notices to Accounts Receivables in the Financial Accounting System. Adjust employer rates utilizing summary reports. Determine and post appropriate journal entries. Maintain Accounts Receivables (AR) and follow-up as necessary. Update AR status log for the preparation of monthly AR Aging report.

40%

Perform reconciliation for more complex Accounts Receivables accounts. Respond to employer inquiries regarding contribution reports. Maintain documentation such as summary reports, adjustment notices, and related documents. Prepare basic written correspondence, both from letters and original correspondence. Prepare documents for input to record payroll contribution-related adjustments to employer accounts in the Employer Reserve System. Assist with the year end close process involving accruals, adjusting entries, closing entries, and gathering of data per auditor's request.

10%

Gather and organize fiscal and statistical data as directed for routine and special reports. Assist with internal audit requests and resolutions. Prepare and process remittance advices to the State Treasurer's Office and State Controller's Office and make appropriate accounting entries in Financial System.

5%

Document accounting processes and procedures. Recommends process improvements. Performs other accounting tasks as required.

